

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Equipment Service Worker	Job Family: 6
General Classification: Front-Line	Job Grade: 10

Definition: To assist mechanics in the servicing, adjusting, performing minor repair and preventative maintenance of City vehicles and equipment.

Supervision Received and Exercised: Receives immediate supervision from the Equipment Supervisor; technical supervision may be provided by other higher-level mechanic personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Wash and/or wax vehicles; gas up City vehicles.
2. Maintain shop and equipment in a clean and orderly condition.
3. Change oil; lubricate vehicles; check mechanical equipment, batteries, fan belts, air and oil filters, wiper blades, headlights, lamps; and maintain and balance tires.
4. Perform minor repairs and change minor parts.
5. Perform routine preventative maintenance.
6. Respond to emergency road calls and repair vehicles as necessary.
7. Assist mechanics in the performance of mechanical repairs as needed.
8. Transport vehicles to and from the maintenance yard for inspection and/or scheduled maintenance.
9. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles of gasoline engine mechanics and preventative maintenance; use of a variety of hand, power tools and equipment; techniques of repairing gasoline equipment and related components; and safe work practices.

Ability to: Identify automotive and machine parts; oil, grease and service automotive and mechanical equipment; perform less skilled tasks involved in servicing, maintaining, adjusting and repairing mechanical equipment; recognize

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routine mechanical difficulties and malfunctions; establish and maintain effective working relationships with those contacted in the course of work; and communicate clearly and concisely, both orally and in writing.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: One year of experience in a related automotive or equipment repair field. Training equivalent to completion of the 12th grade supplemented with course work specific to automotive technology.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of a valid California Class B driver's license with valid hazardous materials and tanker endorsements to be obtained within six months of employment.

Established October 1991 (F)

Revised January 2007

CLASS SPECS

CS052-F^